MI Access™
Michigan's Alternate Assessment Program

Return of Materials Packet

MICHIGAN Department of Education

Directions: Preparing MI-Access Participation, Supported Independence, and Functional Independence Materials for Shipment

(Refer to the ***MI-Access Coordinator and Assessment Administrator Manual*** for full instructions.)

Look inside for:
- paper strips
- UPS labels
- divider sheets
- checklist

☐ **1** PLEASE RETURN **ALL** ASSESSMENT BOOKLETS AND SCAN DOCUMENTS. (See checklist inside this envelope.)

☐ **2** You may keep the *MI-Access Coordinator and Assessment Administrator Manuals*.

☐ **3** Collect ALL assessment booklets (used and unused) from all schools. Also, collect any UNUSED (blank) scan documents. The TOTAL number of barcoded assessment booklets and scan documents returned (used and unused) MUST equal the total number received. Place the booklets and scan documents in the bottom of the box or boxes in which they were received. On the top of this pile, place the divider sheet labeled UNUSED BOOKLETS/COMPLETED BOOKLETS/ UNUSED SCAN DOCUMENTS.

☐ **4** Assemble the *Teacher Return Envelopes* from each school. Place the corresponding *School Identification Sheet* (green/ orange) on top of the envelope and secure them together using the paper strips provided. (**Do not use paper clips, staples, rubber bands, or adhesives of any kind, as they will interfere with the processing technology**.) Place bound materials in the box.

☐ **5** Assemble all completed and signed *Security Compliance Forms* and secure them together with a paper strip. Place them on top of materials in the first ("1 of X") box.

☐ **6** Complete the *District Identification Sheet* (tan/teal). Make a photocopy of the sheet to keep in your files.

☐ **7** Place the original *District Identification Sheet* (tan/teal)—as well as any *District Continuation Sheets* if applicable—on top of the materials in the box. If you have more than one box, make sure this sheet is in the first ("1 of X") box.

☐ **8** Fill any open space at the top of the box with paper packing or bubblewrap (not foam) so the box does not collapse.

Shipping Materials

☐ **1** Seal the box or boxes with packing tape.

☐ **2** Remove your prepaid R.S. UPS label(s) from this envelope. The MI-Access contractor will cover your shipping costs only if the enclosed labels are used. **If not, the District will incur the cost of shipping.**

☐ **3** Verify the preprinted number of boxes to be returned on the upper right-hand corner of the label(s) and correct if necessary.

☐ **4** Verify the return address information on the upper left-hand corner of the label and correct if necessary.

☐ **5** Peel off the backing and affix the label(s) to the original shipping box or boxes. Use one label for each box.

☐ **6** Before shipment, write down the tracking number—or make a copy of the label—and keep it in a safe, easily remembered place. (We have included a space for the tracking number on the bottom of this envelope for this purpose.) The tracking number can be found in between the two bar codes in the middle of the label.

☐ **7** Give the box or boxes to your regular UPS driver no later than **APRIL 21, 2006**. If your site does not have a scheduled UPS pickup, drop the boxes off at the nearest UPS pickup site. If you do not have a UPS account, you can call for a pickup at 1-800-742-5877. You will be reimbursed for the $10 fee that is charged for the service.

UPS Tracking Number(s): ____________________________________

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